

Appendix B

Commonwealth of Virginia Database Index Reporting Form			
1.	Public Body Name & Numeric Code:	Dept. of Criminal Justice Services (00140)	4. Point of Contact: David J. O'Neil
2.	Database Title:	Forensic Automated Case Tracking System	5. Phone Number: (804) 786-0652
3.	Database Acronym:	FACTS	6. Signature & Date: <i>Elizabeth W. Marcus</i> 7/14/98
7.	Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i> <p>The Forensic Science Division of DCJS utilizes a mini-computer based laboratory information management system designed to receive and track case submissions, generate reports on the analysis results of submitted evidence and provide detail statistical information on case submissions in criminal cases throughout the Commonwealth. At submission entry, each case is given a unique forensic laboratory number and bar-coded. Information is captured regarding the law enforcement agency and investigator, victim's and suspect's data, types of criminal incident (arson, homicide, etc.), scientists, etc. As each discipline (Drugs, Questioned Documents, Forensic Biology, Firearms, Toxicology, Latent Prints and Trace Evidence) completes its examinations, detail data is captured pertaining to each examination that was conducted. Consequently, the details of every case are maintained on the database while in the possession of the Division's four laboratories located in Richmond, Roanoke, Fairfax and Norfolk.</p> <p>FACTS is a vendor-supported, proprietary data base application.</p> <p>Information from the data base is restricted (Section 2.1-342, Paragraph B1, Code of Virginia as amended and reenacted).</p> <p>Note: <i>Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>		
8.	Date of Last Update: July 17, 1998	9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:	
10.	Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>		
	a. Format	b. Cost	
	Not Applicable	Not Applicable	

Send completed form to the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97